

Chancellor's Memorandum

CM-28 – Educational Privileges of Health Sciences Center Employees

To: LSU Health Sciences Center Faculty and Staff

From: LSU Health Sciences Center New Orleans Chancellor

July 1, 2019. This memorandum supersedes CM-28 dated February 4, 2015.

Permanent Memorandum (PM)-12 established the following guidelines for tuition exemption program and educational leave for job related undergraduate or graduate courses per the following provisions:

1. Full-time (100%) permanent employees (including faculty), who have been employed at least one year in a permanent position, prior to the start of a term, are eligible to register for undergraduate and graduate courses at any LSU System campus and receive a tuition exemption per the following guidelines:
 - Approval of the immediate supervisor and department head.
 - Allowed up to 6 hours per semester (fall and spring) and up to 3 hours (summer) of tuition exemption. Fees are not exempt (reimbursable) under this program.
 - Exemption should not be awarded to shorter more intense academic terms, such as intersessions.
 - Employee is responsible for paying any tuition and fees not covered by the exemption.
 - Educational leave may be granted for up to three hours away from work per week during normal business hours.
 - Any hours of absence in excess of three hours per week must be charged to annual leave, where available, or leave without pay.

2. Full time (100%) permanent employees (including faculty), during their first year of employment may register at their own expense for job-related coursework at any institution and will be afforded no more than three clock hours per week of educational leave per the following guidelines:
 - Approval of the immediate supervisor and department head.
 - Tuition and Fees are not exempt (reimbursable) under this provision.
 - Educational leave may be granted for up to three hours away from work per week during normal business hours.
 - Any hours of absence in excess of three hours per week must be charged to annual leave, where available, or leave without pay.

Provisions of this policy do not apply to specialized, self-supported educational programs such as the Executive MBA Program. On-line Program course eligibility, fees and amount of discounts vary among the LSU System institutions. To obtain this information, employees should consult with the Chief Academic Officer on the campus in which they wish to take the course to determine eligibility prior to initiating the procedures below.

Auditing and non-degree credit courses are not covered under this policy.

Continued participation in this program is predicated upon the employee maintaining satisfactory academic performance. If subsequent to enrollment, an employee has been determined ineligible for the tuition exemption program, he/she will then be required to pay the appropriate fees for the course(s). If the employee prefers not to continue in the course(s), i.e., not pay the fee, he/she will be administratively dropped from the course(s) by the relevant LSU Campus. If the employee prefers to continue the course, the employee must make suitable payment arrangements with the Bursar or equivalent campus officer. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

Supervisors have the discretion to approve or deny any attempts to retake a course where the student has previously withdrawn or did not attain a satisfactory grade.

It is incumbent upon supervisors and department heads to take a very restrictive approach towards determining the job-relatedness of courses. All requests, without exception, must be made in writing, and approved in advance by the employee's immediate supervisor, appropriate department head, and the Vice Chancellor for Administration and Finance (or his designee) for the New Orleans campus who conducts the final review of employee eligibility and conformity to policy intent.

"Job-relatedness" is to be narrowly interpreted. The course may be approved if it meets any of the following guidelines:

1. Course is beneficial to the employee in performing the functions outlined in his or her position description.
2. Course is required for a degree program, which will improve the employee's current job.
3. Course taken by an employee to either maintain or improve skills required in the employee's current job.

Pursuit of Doctoral Degrees

Professional or "other academic" employees may pursue a doctorate at the University provided there is no conflict of interest with the position held by the employee. The employee, the employee's immediate supervisor, and the department chair, in which the employee will pursue the degree, will prepare statements outlining the job responsibilities of the employee and provide an analysis of the independence of the employee's official duties from the department in which doctoral work is to be taken. The Graduate Council on each campus will review the statements and make a recommendation through administrative channels to the Chancellor. Once a recommendation has been made the employee should forward the recommendation along with their Request for Tuition Exemption/Educational Leave Form and follow procedures listed below.

Procedure

As the program may present a significant financial cost in terms of lost tuition revenue to our campuses, in order to standardize University policy and procedures the following procedure and attached form must be used to request participation in the program.

1. Eligible employees should coordinate their plans for any courses taken with their department chair and direct supervisor to ensure there is no conflict with teaching assignments or other assigned employee responsibilities.
2. The employee completes the Request for Tuition Exemption/Educational Leave Form with a justification of how the courses requested are related to their current position. The signed form must be submitted through the immediate supervisor and Department Head or Dean/Vice Chancellor and forwarded to the Vice Chancellor for Administration and Finance, or designee for approval and signatures. Forms missing any required information will be returned to the employee.
3. Approved forms will be returned to the employee, immediate supervisor and forwarded to the appropriate institution for processing.
4. If it is determined after registration that the employee has not met the eligibility requirements, the employee will be required to drop the course(s) or pay the required tuition and fees.
5. A SF-6 leave form must be completed for the approved educational, annual and/or LWOP, as appropriate.

This policy provides our employees with a substantially increased educational benefit.

Thank you for your assistance and cooperation.

Signed: Larry H. Hollier, M.D., Chancellor

[Request for Tuition Exemption/Educational Leave Form](#)